



2005-2007 Community Services Facilities (CSF) Grant Guidelines

COMPETITIVE GRANT PROGRAMS:

- Building for the Arts ■
- Community Services Facilities ■
- Youth Recreational Facilities ■

LEGISLATIVE GRANT PROGRAMS:

- Local Capital Projects ■
- Job Creation & Infrastructure ■

Up to \$400,000 for *non-residential* social service facilities
As much as 25 percent state match of eligible project costs

Application Deadline: Friday, May 28, 2004 at 5 p.m.

Application workshops: May 4, 2004 in Seattle and
May 7 in Moses Lake (see back page for details)

CTED Capital Programs

P.O. Box 42525
Olympia, WA 98504-2525
(360) 725-3019
caprograms@cted.wa.gov

www.cted.wa.gov
and then click on
Local Government /
Community Development Programs /
Capital Programs



STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY, TRADE AND ECONOMIC DEVELOPMENT
906 Columbia St. SW — PO Box 42525 — Olympia, Washington 98504-2525 — (360) 725-4000

Dear Reader:

There is much that is new here at CTED Capital Programs as we observe the 10th anniversary of the Community Services Facilities (CSF) Program.

As a case in point, some of you who have previously applied for CSF grants may wish to instead apply to the Youth Recreational Facilities Program (see our web page for details about this brand-new program).

In addition, previous CSF applicants may notice that we've updated our program materials. One of our main objectives following the last grant cycle was to simplify the application process and make it more transparent. The new application package reflects that commitment, and we're confident you'll find the updated materials more user friendly.

The number of contracts CTED Capital Programs administers has nearly doubled in the last two years, so we've added staff. For this next grant cycle Steve Salmi will be the lead person for the CSF Program, and Jason Zittel will be assisting him. I'd strongly urge you to discuss your project with our office before submitting an application (see page 3 for contact information). We look forward to seeing your application.

With Best Regards,

A handwritten signature in dark ink, appearing to read "M. Aarthun".

Daniel Aarthun, Manager
CTED Capital Programs

PS: I hope you can attend one of our grant application workshops (see back page). I'll be there and would love to learn more about your project!

FIVE STEPS TO GETTING THE GRANT

STEP 1: Decide whether you are eligible — and ready to apply

Please carefully read these guidelines before writing your application. For example, look at the grant-award timeline (on page 5) to make sure that it fits your cash-flow needs. We would also strongly recommend that you attend one of our grant application workshops (see back page), and discuss your project with CTED Capital Programs staff.

STEP 2: Complete your application packet

Your chances of success in obtaining a CSF grant are heightened by following all instructions for putting your application packet together. You can obtain an application template from our web page or by contacting us at capprograms@cted.wa.gov.

STEP 3: Discuss your project with the CSF Advisory Board

Following a preliminary review, the most competitive applicants will be invited to testify before the board and answer its questions (see 2.7 on page 7).

STEP 4: Negotiate a contract

If the CSF board recommends funding and it is approved by the governor and Legislature in the 2005-2007 capital budget, CTED Capital Programs will draft a contract with your organization before disbursing the funds. See pages 8-9 for contracting requirements . . . some of which you may want to start thinking about right now.

STEP 5: Submit reimbursement materials

This is a reimbursement-style grant. That means no advance payments (see 3.5 on page 9), but we've worked hard to make the paperwork straightforward.

CTED CAPITAL PROGRAMS CONTACTS:

Manager /
Daniel Aarthun
360/725-3007
dana@cted.wa.gov

Building for the Arts
Program / **Daniel Aarthun**
(see above)

Community Service Facilities
Program / **Steve Salmi**
360/725-3021
steves@cted.wa.gov

Youth Recreational Facilities
Program / **Jason Zittel**
360/725-3008
jasonz@cted.wa.gov

Administrative Assistant /
Vernita Shye
360/725-3019
capprograms@cted.wa.gov

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CTED MANAGEMENT:

Director / **Juli Wilkerson**

Local Government Division
Assistant Director /
Nancy K. Ousley

Community Development
Programs Managing Director /
Steven K. Washington

PART 1: PROGRAM BACKGROUND

“The legislature finds that nonprofit organizations provide a variety of social services that serve the needs of the citizens of Washington, including many services implemented under contract with state agencies. The legislature also finds that the efficiency and quality of these services may be enhanced by the provision of safe, reliable, and sound facilities, and that, in certain cases, it may be appropriate for the state to assist in the development of these facilities.”

— **Excerpt from enabling legislation, RCW 43.63A.125**

1.1 Program purpose

The Community Services Facilities (CSF) Program awards state grants to non-profit, community-based organizations to defray up to 25 percent of eligible capital costs of facility acquisition and major new construction or renovation of non-residential projects.

Minor improvements such as general maintenance, repairs or ADA upgrades will be considered only when they are part of a major renovation.

The maximum grant award for the 2005-2007 biennium is \$400,000. There is no minimum grant amount. The CSF Advisory Board, which ranks grant applications, reserves the right to modify the amount of any request for funding.

What’s an ideal project? Successful projects display:

- a compelling community need for public assistance;
- a cost-effective response to the problem or opportunity that has been identified by the applicant and is sup-

ported by relevant stakeholders;

- a clear and feasible plan for completing the proposed facility and maintaining its operation into the foreseeable future; and

- credible evidence that the results will be commensurate to the amount of public funds requested.

This is a highly competitive grant program, so applicants are encouraged to take the readiness assessment (see pages 10-11) before investing the time needed to complete an application.

You are also encouraged to attend one of our application workshops (see back page) and discuss your project with CTED Capital Programs staff. We can give you more specific feedback about your project’s potential competitiveness and offer suggestions for developing the best possible application.

1.2 Who may apply

Applicants must meet the following eligibility standards *at the time their proposal is submitted*. You must:

- be registered in the state of Washington as a non-profit organization, possess a current or advance ruling 501(c)(3) Internal Revenue Service (IRS) registration, and have a legally constituted board of directors;

- have control of the project site through ownership, an option for purchase, or a long-term lease (five years minimum with an option to renew);

- have made substantial progress in an active capital fundraising campaign *dedicated to the project*; and

- use the facility primarily for non-residential, community social services.

Community and senior centers,

WHAT’S NEW:

Be sure to use our new and easy-to-use application template.

It’s available on our web page in Microsoft Word.

We’d also be happy to e-mail you a copy.

camp facilities, and facilities that provide medical services are not eligible for funding. However, outpatient mental health facilities will be considered.

CTED Capital Programs does not make contributions to multi-facility campaigns — we only fund individual projects.

Joint applications will be considered as long as the lead applicant is a qualified non-profit organization and the project is used primarily to provide non-residential social services.

Applicants must submit a copy of an executed joint operating agreement with their application that contains a contingency plan to address the possibility of dissolution or other change of ownership, with the objective being to protect public funds.

Any new facilities developed using CSF funds must be owned by a non-profit or a consortium of non-profit organizations.

Mixed-use facilities may be considered. However, these projects will be funded at the rate of 25 percent of the eligible capital cost of the social services-related component only.

CSF applicants can apply simulta-

neously for either of our two other competitive grant programs — Building for the Arts and the Youth Recreational Facilities Program — but not for the same project (see right sidebar).

1.3 Dates to remember

The CSF Program operates on a biennial (two-year) grant cycle. As you can see from the timeline below, our rough estimate is that awardees may be able to start drawing down their grants in September 2005. However, awardees should be cautious in using these dates for cash-flow planning purposes (see 2.6 on page 7). Also note that you cannot get access to state funds until all program requirements have been met (see 3.4 on page 8).

1.4 History of the program

The CSF Program was created in 1995 to coordinate the many requests the Legislature receives for support of community services capital projects. Since then almost \$22 million in CSF grants have been appropriated. See our web page for a list of funded projects that is broken down by biennium.

WHAT'S NEW:

Some groups that formerly would have applied for a CSF grant may instead wish to apply to the new Youth Recreational Facilities Program. Check out our web page or contact a CTED Capital Programs staff member.

IMPORTANT 2005-2007 CSF GRANT DATES	
Application workshops	May 4 or 7, 2004
Applications due	May 28, 2004 (no exceptions)
Notification of preliminary review results	Mid-June, 2004 (estimated)
CSF Advisory Board work session	July 8-9, 2004
Recommendations forwarded to governor	September 2004 (estimated)
Governor releases proposed capital budget	December 2004 (estimated)
2005-2007 capital budget signed into law	June 2005 (estimated)
Capital Programs may begin disbursing funds	September 2005 (estimated)

This publication is available in an alternative format upon request. Events sponsored by CTED are accessible to persons with disabilities. Accommodations may be arranged with a minimum notice of 10 working days by calling 360/725-3019.

**STREET ADDRESS FOR
HAND DELIVERY ONLY:**

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3rd Floor - East
906 Columbia Street SW
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SUCCESS TIP:

*More is **not** better
when it comes to
preparing your
application packet.
Please don't include
any supporting
documents not
specifically required.
Staff will discard them
so CSF Advisory Board
members aren't buried
in paperwork.*

PART 2: THE REVIEW PROCESS

2.1 Application submissions

Applications must be postmarked or received by Friday, May 28, 2004 at 5 p.m. We prefer that applications are mailed rather than hand delivered.

Please use the P.O. Box address listed on the front and back of this document.

If hand delivered, your application must arrive at our office by 5 p.m. on the above deadline date (our street address is listed on the left.)

In the interest of fairness, deadlines will be strictly observed and applications received after the deadline will be returned without review. Note that “postmarked” refers to a United States Postal Service (USPS) postmark. Applications sent by facsimile machines (FAX) will not be accepted.

2.2 Preliminary review

After the submittal deadline, staff will review applications for eligibility and completeness. Those that are incomplete or do not meet the eligibility standards will not be forwarded to the CSF Advisory Board for review.

Due to the large number of applications we anticipate receiving, the board reserves the right to interview only those organizations that have submitted the most competitive applications.

2.3 Applicant notification

Following the preliminary review, the board will invite applicants who have submitted the most competitive proposals to testify at a work session. These applicants will be notified in writing as to the time and location of the meeting (see 2.7 on the next page).

Applicants whose projects are not selected for further review will be informed in writing as to the reasons for the board’s decision, and are invited to discuss with CTED Capital Programs staff how to prepare a more competitive grant for the next funding cycle.

2.4 Advisory board role

The CSF Advisory Board helps develop program policy, reviews applications and recommends projects for funding. The board consists of volunteers from the public and private sectors with demonstrated expertise in funding, administering, or advocating for social service organizations.

The CSF board includes grant officers from major foundations. The caliber of your application and board presentation could influence your organization’s success with funding sources beyond our program.

The board ranks projects based on quantitative and qualitative criteria listed on page 7 and in the applicant readiness assessment (see pages 10-11).

2.5 Appropriations process

The CSF board will forward its recommendations, in the form of a prioritized list, to the CTED director in the summer of 2005. If approved by the director, the list will be included in the agency’s 2005-2007 capital budget request, which is submitted to the governor’s budget office. If approved by the governor, the list will be included in his 2005-2007 capital budget request.

The 2005 Legislature will make the final determination as to which projects, if any, will receive CSF grants, and the

total amount of funds to be provided for the 2005-2007 biennium. The governor must sign the capital budget before any appropriation takes effect.

2.6 Availability of funds

Funds are usually available in late-August or early September, but that date can vary depending upon when the state budget is approved and if the governor changes funding-allotment procedures. In addition, the time it takes to develop a contract will depend upon whether the awardee has met all funding conditions (see 3.4 on page 8).

Awardees are advised to talk with CTED Capital Programs staff before building into their cash-flow projections when state funds may be available.

2.7 Testimony before board

The CSF Advisory Board will convene a work session that is scheduled for Thursday and Friday, July 8 and 9, 2004 near Sea-Tac Airport.

Applicants will be given an opportunity to offer testimony about their proposals and to answer questions from board members. You are not required to attend the meeting in order to be considered for funding.

2.8 Appeals

The decisions of CTED Capital Programs are final and non-appealable. However, staff would be happy to assist you in strategizing how to develop a more competitive application in the next funding cycle.

REMEMBER THIS:

The scope of your project may not be significantly changed once you submit an application. This is one of a number of reasons why you may wish to wait until the next grant cycle if your project is in an early stage of development.

2005-2007 CSF SELECTION CRITERIA

POINTS ASSIGNED BY FORMULA — up to 50 points out of a total of 100

- PERCENT OF PROJECT FUNDS RAISED – multiply percentage by .375 (up to 30 points)
- DESIGN WORK STARTED – if yes, add 5 points
- FUNDRAISING FEASIBILITY STUDY? – if yes, add 5 points
- OPERATIONS / BUSINESS PLAN? – if yes, add 5 points
- INDEPENDENT AUDIT REPORT? — if yes, add 5 points

POINTS ASSIGNED BY REVIEWERS — up to 50 points out of a total of 100

- PROJECT READINESS – up to 10 points
Financial and managerial ability to complete the project by June 30, 2007.
- ORGANIZATIONAL CAPACITY – up to 10 points
Financial and managerial ability to effectively run the completed facility.
- PROJECT RESULTS – up to 10 points
Degree project will increase the efficiency and/or quality of services provided.
- COMMUNITY NEED – up to 10 points
Evidence of a clear need and credibility of documentation.
- STAKEHOLDER PARTICIPATION – up to 10 points
Evidence of building partnerships with relevant stakeholders.

The CSF Advisory Board's funding recommendations are based upon the numerical rankings summarized above *and* qualitative factors that may include (but are not limited to) geographic distribution of funds and the degree to which applicants have access to other funding sources. See the applicant readiness self-assessment (pages 10-11) for details about scoring criteria.

PART 3: CONTRACTING SPECIFICS

REMEMBER THIS:

*This is a reimbursement-style grant, and you can start drawing down funds only after **all** other money needed to complete the project is committed (but not necessarily in hand). However, you can receive reimbursement for costs incurred as far back as July 1, 2003.*

3.1 Eligible costs

CSF funds originate from the sale of state capital bonds. *Our grants include no federal funds.* However, their use must comply with federal arbitrage regulations as well as the policies and procedures of the state Office of Financial Management, the Treasurer and the Attorney General.

Capital budget funds may generally be used to pay for the following construction-related expenses:

- real property, when purchased specifically for the project;
- design, architectural, and engineering expenses;
- building permits and fees;
- construction costs (labor and materials);
- demolition/site preparation;
- capitalized equipment;
- information technology infrastructure (cables and wiring);
- construction management (*from external sources only*);
- initial furnishings (depending on use); and
- landscaping.

3.2 Ineligible costs

State funds cannot be used for internal administrative costs or project-management costs, fundraising expenses, feasibility studies, computers or office equipment, rolling stock, lease payments for rental of equipment or facilities, or to purchase motor vehicles.

In addition, none of these types of expenditures can be used to match state funds. As you complete the application, please keep in mind that *total* project capital costs that your organization

carries on its books may differ substantially from *eligible* capital costs according to this program's guidelines, and the state's maximum share of project costs may need to be revised accordingly.

3.3 Matching funds

CSF grants may be used to pay up to 25 percent of *eligible* project costs; the remainder must come from non-state sources. Non-state matching funds may consist of cash on hand, documented pledge commitments, the value of land acquired specifically for the proposed project, and in-kind contributions when properly documented.

Grantees may also include the proceeds of a letter of credit or other binding loan commitment as part of their non-state matching funds. The value of land used as non-state match must be supported by an appraisal performed by a certified professional appraiser.

We can accept any eligible expenses incurred as far back as July 1, 2003 as part of the non-state matching contribution in the upcoming grant cycle.

3.4 Contracting conditions

Awardees must meet two requirements before they can begin drawing down their grant funds:

■ They must demonstrate in writing the financial capability to complete the project. This generally means that the entire amount of non-state matching funds must have been raised.

■ They must provide written evidence demonstrating site control, either through outright ownership of the subject property or a long-term lease.

3.5 Advancing funds

Capital budget funds are available on a reimbursement basis only, and cannot be advanced under any circumstances. For the purposes of this program, reimbursable costs are those that a grantee has already incurred and paid, or costs payable within 30 days.

3.6 Documenting expenses

We will reimburse grant recipients only after they have submitted copies of original billing documents (invoices) and a project status report. We may, at our discretion, accept accounting ledger statements for minor, miscellaneous costs in lieu of original billing documents. In all cases costs must be documented and auditable.

3.7 Reimbursing prior costs

We will reimburse grant recipients for eligible costs incurred prior to the date a contract is executed, and as far back as July 1, 2003. The project start date must be accurately stated in the application in order for us to do so.

3.8 Change of ownership/use

Most capital projects constructed with state funds require that the facility or project be held by the grantee for a period of time appropriate to the amount of the grant (in most cases a minimum of 10 years). The facility must also be used for the same purpose expressed in the enabling legislation or contract.

3.9 Prevailing-wage law

Projects receiving CSF funding may be subject to state prevailing-wage law (Chapter 39.12 RCW). To determine whether prevailing wages must be paid, applicants are advised to consult private counsel or the Washington Department of Labor and Industries.

CTED is not responsible for determining whether any prevailing-wage payments may be required by law.

3.10 Reappropriations

Some grant recipients may not be able to expend all their funds by June 30, 2007, which is the end of the 2005-2007 biennium. Any funds unexpended by that date will lapse unless reappropriated in the next state budget.

Although not legally obligated to do so, the Legislature generally reappropriates unspent funds for long-term capital projects such as those funded through the CSF Program.

3.11 Rescinding funds

If an organization does not begin drawing down its funds within 12 months of the start of the biennium (July 1, 2006), we reserve the right to rescind that group's authorization and reallocate the funds to the next organization on the award list.

That's the bad news. The good news is that a group which had its authorization rescinded may reapply for funding in future grant cycles.

SUCCESS TIP:

When building your budget, you are strongly advised to investigate whether your capital project falls under prevailing-wage law, which has been the subject of recent state court action (see 3.9).

CSF grants are charged an administration fee

CTED Capital Programs is authorized to retain up to 3 percent of each award to cover administration costs. In the 2003-2005 biennium, the administration fee for all of our competitive grant programs is 1.75 percent. We receive no state general fund dollars, so this is our sole source of funding.

PART 4: CSF GRANT APPLICANT READINESS ASSESSMENT

Step 1 will tell you whether your project is eligible for funding. Step 2 is a self-diagnosis exercise. It **cannot** predict how we will rank your project, because that depends on unknown variables such as the number and quality of other applications which will be submitted. However, by studying these scoring criteria you can better anticipate the questions that will be asked by our reviewers.

Step 1: Are you eligible for a CSF grant?

- | | |
|--|--|
| <p>1.1 Is your project operated through a non-profit organization with current 501©(3) Internal Revenue Service registration?
Advance ruling ____ Yes ____ No ____</p> <p>1.2 Is your organization also registered in the state of Washington as a non-profit corporation with a legally-constituted governing board?
Yes ____ No ____</p> <p>1.3 Do you have control of the proposed facility through <i>either</i>:
A. ownership of the site? Yes ____ No ____
B. a purchase option on the site, or Yes ____ No ____
C. a long-term lease (five years min. with an option to renew)? Yes ____ No ____
(You must say "yes" to one of the above options as of the date of the application submission.)</p> | <p>1.4 Has your organization <i>either</i>:
A. secured all funding needed to complete project, or
Yes ____ No ____
B. made substantial progress in an active capital fund-raising campaign <i>dedicated to the project</i>?
Yes ____ No ____
(You must say "yes" to one of the above options as of the date of the application submission.)</p> <p>1.5 Will your proposed facility provide <i>non-residential</i> social services?
Yes ____ No ____</p> <p>1.6 Does the proposed project include the acquisition, construction and/or <i>major</i> renovation of a facility?
Yes ____ No ____</p> <p>1.7 Is your project a community center, senior center, medical services or camping facility? None of these types of facilities are eligible for CSF funding.
Yes ____ No ____</p> |
|--|--|

To be eligible for funding, you must have answered "yes" to questions 1.1 through 1.6 and "no" to question 1.7. Each question represents an eligibility standard that must be met *at the time your application is submitted*. If you are unsure about how to answer a question, contact CTED Capital Programs.

Step 2: How competitive is your grant proposal?

The following questions are drawn from the selection criteria used by CSF reviewers to rank eligible applications. Applicants can earn up to 100 points.

- 2.1 POINTS ASSIGNED BY FORMULA (*up to 50 points out of a total of 100*)
- Percent of project funds raised – multiply it by .375 (up to 30 points)
 - Design work started – if yes, 5 points
 - Fundraising feasibility study completed – if yes, 5 points
 - Operations/business plan completed – if yes, 5 points
 - Independent audit completed — if yes, 5 points

2.2 REVIEWER-ASSIGNED POINTS *(up to 50 out of a total of 100 points)*

- a. PROJECT READINESS – *Ability to complete the proposed capital project promptly (up to 10 points).*
Will the project be completed by the end of the biennium (June 30, 2007)? How realistic is the fundraising timeline? Is the project free of public debates that could delay or block its completion?
- b. ORGANIZATIONAL CAPACITY – *Ability to effectively run the completed facility (up to 10 points).*
How strong is the applicant's financial and service-delivery track record? Is an operations (business) plan completed? How realistic is the applicant's assessment of the managerial and financial challenges of running the facility? If a joint application, how stable is the partnership, and how transparent is the financial relationship?
- c. PROJECT RESULTS – *Degree project will increase the efficiency and/or quality of services (up to 10 points).*
How significantly will the facility increase the efficiency and/or quality of services provided, measured in terms of outputs (quantities such as number of clients served) or outcomes (qualities such as the difference the facility will make in the lives of its clients)?
- d. COMMUNITY NEED – *Evidence of a clear need and credibility of documentation (up to 10 points).*
How significant is the need, both in terms of its breadth and frequency, and the level of hardship it causes? How well documented and credible is the applicant's assessment of the need? How much emphasis does the project place upon serving children, low-income persons, and other disadvantaged persons or groups?
- e. STAKEHOLDER PARTICIPATION – *Partnerships with relevant stakeholders (up to 10 points).*
What is the applicant's demonstrated commitment to building partnerships with stakeholders relevant to the targeted need, e.g., as expressed by the diversity of applicant's board of directors or comments from recommendation surveys?

Step 3: The application review process

Reviewers are looking for well-planned projects. That's why formula points are awarded for those which have started their design work (2.1b), and have completed a fundraising (2.1c) and a project feasibility (2.1d) studies.

One of our most important considerations is the likelihood that a project will be completed within two years of the appropriation. The percentage of funds raised (question 2.1a) is considered a key indicator, as is the strength of an applicant's fundraising strategy (2.2a). At the same time, the board reserves the right to prioritize projects with less access to alternative funding sources.

The more complex your project, the more important it is to talk with us before writing your application. As a case in point, joint applications will be considered, but we will look at the stability of the partnership and

the transparency of the financial arrangements. By the same token, loan pay downs of completed projects will be considered on a case-by-case basis, but — depending on other considerations — may not receive the same priority as ongoing projects.

Please remember that the board's funding recommendations are based upon the numerical rankings listed above *and* qualitative factors that may include (but are not limited to) geographic distribution of funds and the degree to which applicants have access to other funding sources.

You are strongly encouraged to attend a CSF grant application workshop (see back page). If you can't make it to one, do yourself a favor and give us a call. We'd be happy to give you a "reality check" about your project and offer additional pointers about how to develop the best application possible.

SUCCESS TIP

The more complex your project, the more important it is to talk with us before writing your application.

Get your questions answered
Learn from other applicants
Meet CTED Capital Programs staff

AT COMMUNITY SERVICE FACILITIES GRANT WORKSHOPS

Grant Workshops

These free workshops — offered in eastern and western Washington — will consist of a brief presentation about this grant program, followed by a step-by-step review of the application process and a question-and-answer period.

Western Washington Workshop (Seattle)

Tuesday, May 4 at 1:30-3:30 p.m.
Red Lion Hotel Seattle South, Duwamish rooms 1 and 2
11244 Pacific Highway S
Seattle, WA 98168

For directions & parking information:

206/762-0300

<http://www.redlionseattle.com/>

Eastern Washington Workshop (Moses Lake)

Friday, May 7 at 1:30-3:30 p.m.
Moses Lake Convention Center, Rocky Ford Room
1475 Nelson Road NE
Moses Lake, WA 98837

For directions & parking information:

509/766-1416

<http://www.moseslakecc.com/visitor.html>

CTED Capital Programs

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and then click on Local Government / Community Development Programs / Capital Programs